

## Center Child Care Policies and Procedures

Center Name: \_\_\_\_\_  
Center Address: \_\_\_\_\_  
\_\_\_\_\_  
Center Phone: \_\_\_\_\_

The Department has provided this template for all required written policies and procedures. If the licensee elects to complete and use this approved template then the rule is considered met. Your center may wish to add more policies and procedures. **Each center owner and staff person is responsible for knowing the current rules and regulations and adhering to them at all times.**

### Training and Education Levels of Caregivers

All caregivers will be 18 years or older or have graduated from high school or have completed their G.E.D.

All caregivers will read and have access to the center's policies and procedures manual. Documentation that the staff person has read and understood the policies and procedures will be maintained.

Before being left alone with children, caregivers will complete the center's required orientation training.

Orientation training will be provided by:

- G** Owner
- G** Director
- G** Center trainer
- G** Other \_\_\_\_\_

Orientation training includes:

- \$** A job description
- \$** An introduction and orientation to the children, which includes special conditions such as allergies and medical conditions of any children
- \$** Procedures for releasing children to parents or guardians
- \$** Center policies and procedures
- \$** Reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation of children and how to make a report
- \$** Reading of the Informational Guide to Parents
- \$** Other \_\_\_\_\_

The date of the first day a caregiver is left unsupervised with children, will be documented.

All caregivers are required to have a minimum of 20 hours of documented in-service training each year. At least 10 hours must be in person training. Other hours of training may be obtained independently through reading materials or videos.

The following in-service training topics must be addressed annually:

- \$ Principles of good nutrition
- \$ Proper hand washing, OSHA requirements, and sanitation techniques
- \$ Proper procedures in administration of medications
- \$ Recognizing early signs of illness and determining when there is a need for exclusion from the facility
- \$ Accident prevention and safety principles
- \$ Reporting requirements for communicable and infectious diseases
- \$ Reporting requirements for abuse, neglect, and exploitation
- \$ Positive guidance for management of children
  
- G Our center does **NOT** provide care for children under 24 months old.
- G Our center provides care for children under 24 months old and staff receive annual training in the following infant topics:
  - \$ Preventing Shaken Baby Syndrome
  - \$ Preventing Sudden Infant Death Syndrome
  - \$ Coping with crying babies
  - \$ Development of the brain

In addition to the above areas of training required by the state, we also require training in:

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The center will provide (check all that apply):

- G In-house classes
- G A schedule of training provided by other agencies
- G Money to attend classes
- G Videos
- G Reading materials
- G Other \_\_\_\_\_

Recording of training hours will be the responsibility of the (check all that apply):

- ☐ G Director
- ☐ G Assistant director
- ☐ G Caregiver
- ☐ G Other \_\_\_\_\_

### **Exclusion of Staff and Children**

We do not care for ill children. If a child shows signs of illness after arriving at the facility, we will separate the ill child from the other children. The child will be supervised by \_\_\_\_\_ and kept in the \_\_\_\_\_ area until someone comes to pick up the child. When a child becomes ill, the director will contact the parent/guardian and request the child to be removed immediately from the center. If a parent cannot be reached within \_\_\_\_\_ minutes, the child's emergency contact numbers will be called.

Staff will be excluded if they have a communicable or infectious disease or parasite. The day a communicable illness or parasite is discovered in our facility, we will inform parents in writing by:

- ☐ G Posting a sign on the \_\_\_\_\_ door
- ☐ G Posting a sign on our bulletin board
- ☐ G Giving each parent written information on the specific illness
- ☐ G Other \_\_\_\_\_

Facility staff will ensure that the name of an ill child or staff person remain confidential.

### **Supervision and Protection of Children**

We ensure that all children are adequately supervised. Our supervision includes maintaining minimum child to caregiver ratios. The director will ensure that ratios are adjusted to maintain the levels of supervision and care.

We maintain supervision by making sure we can see and hear all children that are not yet in school and by being able to: (select 1)

- ☐ G Hear school-aged children
- ☐ G See and hear school-aged children

During nap / rest time, our center may double our ratios for children two years old and older. Ratios will be doubled for no more than \_\_\_\_\_ min. / hours daily (not to exceed two hours), from \_\_\_\_:\_\_\_\_ - \_\_\_\_:\_\_\_\_ . (document time)

When children six years old and older are using the bathroom, we supervise and protect by:

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When children under age six use the bathroom, we supervise and protect by:

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When children are in a large group, such as outside on the playground, during off-site activities, on a field trip, or participating in a special mixed group activity, supervision and protection will be maintained. We may exceed the maximum group size for a period of time for a planned activity or transition time, not to exceed two hours per day.

### **Releasing Children**

Only parents or persons with written authorization from parents will be allowed to take a child from the center. In emergency situations, the parent may give verbal authorization to center care-givers. The verbal authorization includes confirmation of identity.

### **Medication Administration**

- G** Our center will not administer medications.
- G** Our center will administer medication to a child only after receiving a completed medication release form from the parent or guardian. For each child receiving medication at the center the release form will include:
- The name of the medication
  - The dosage
  - The route of administration
  - The times and dates to be administered
  - The illness or condition being treated
  - The parent or guardian signature

The medication form will be checked for completion by:

- G** Director
- G** Children's own caregiver
- G** Other \_\_\_\_\_

Our center will only have medication administered to children by a trained, designated caregiver. This caregiver will be trained to:

- Check the label and confirm the name of the child
- Read the directions regarding administration of medication
- Properly document administration of medication

We will maintain medication records for six weeks that include:

- Times, dates, and dosages of the medication given
- The signature or initials of the caregiver who administered the medication
- Any errors in administration or adverse reactions

The center director or designee will report any adverse reactions to a medication or error in administration to the parent or legal guardian. This will be reported immediately upon recognizing the error or reaction.

All medications will be secured from access to children. Medications stored in refrigerators will be in a covered container with a tight fitting lid. For over the counter and prescription medications, they must:

- Be in the original or pharmacy container
- Have the original label
- Include the child's name
- Have child proof caps
- Have instructions for administration

The director will return any unused or out-of-date medications to the parent or guardian.

In addition, our center has the following policies regarding medication administration:

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## **Discipline**

The center uses discipline to encourage the child's self-control and reduce risk of injury and any adverse health effects to self or others. The center will use the following positive discipline measures for children (check all that apply):

**G**      Positive Behavior rewards such as:

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**G**      Other forms of positive guidance such as:

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**G**      Redirection

**G**      Time out

The following rules help caregivers, parents, and children understand the expected conduct at our center:

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Discipline measures will not include any of the following:

- Corporal punishment-including hitting, shaking, biting, pinching, or spanking
- Binding or tying to restrain a child's movement
- Use of abusive, demeaning or profane language
- Forcing or withholding of food, rest or toileting
- Confining a child in a locked closet, room, or similar area

The director will provide a copy of these discipline methods used at the center to each parent and legal guardian.

## Transportation

At our center we (check all that apply):

- G**     Transport to and from school
- G**     Transport to and from off-site activities
- G**     Walk children to and from school and to and from off-site activities
- G**     Do not transport
- G**     Other (transport only in an emergency, etc.)\_\_\_\_\_

Our center policies apply to the transportation of children to and from school, and to and from off-site activities.

All vehicles used for transporting children to and from our center will be currently registered and maintained in a clean and safe condition. No child will be permitted to remain unattended in the vehicle. Children will remain seated while the vehicle is in motion. Keys will be removed from the vehicle at all times when the driver is not in the driver's seat. Smoking is prohibited in the vehicle when children are present. Each vehicle used will:

- Be driven by an adult with a current state driver's license that authorizes the driver to operate the type of vehicle driven.
- Contain a first aid and bodily fluid clean up kit
- Be able to maintain temperatures between 60-90 degrees Fahrenheit
- Be equipped with individual, size-appropriate safety restraints (such as car seats and seat belts) that are appropriate for the vehicle and installed and used correctly
- Be enclosed
- Be locked during transport

The following vehicles are used at our center for transporting children:

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For each enrolled child, a transportation release form signed by the parent or guardian will be on-site at our center.

When children are being transported, at least one person accompanying the children in the vehicle will have current CPR and First Aid course completion.

Our center policy for transporting children to and from school is as follows:

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For each school:

Children will be unattended at \_\_\_\_\_ school no more than \_\_\_\_\_ minutes before school starts and no more than \_\_\_\_\_ minutes when school dismisses.

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Children will be unattended at \_\_\_\_\_ school no more than \_\_\_\_\_ minutes before school starts and no more than \_\_\_\_\_ minutes when school dismisses.

If a child fails to meet the vehicle/caregiver, center personnel will take the following steps:

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If there are delays or problems with transportation, parents or legal guardians will be notified within \_\_\_\_\_ minutes/hours by:

**G** A phone call to the parent or guardian

**G** A note to the parent or guardian

**G** Other \_\_\_\_\_

For off-site activities all transportation policies apply. In addition, our center does the following:

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Our center transportation policy will be posted or distributed to parents.



## **Emergency and Disaster Plan**

Our center has an emergency and disaster plan which includes procedures for reporting emergencies and evacuating the facility. This written plan is at the center and immediately accessible to all staff, substitutes and volunteers. Evacuation plans are posted in prominent locations of each room or area of the center. The center holds monthly fire drills and semiannual disaster drills which are documented. The center is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

**Evacuation site:** If there is an emergency or disaster which requires us to leave our center, we will evacuate to: \_\_\_\_\_

If that site does not work out, our back up evacuation site is:

\_\_\_\_\_

We will transport the children to the evacuation site by:

- G** Center vehicles
- G** Walking
- G** Other \_\_\_\_\_

The center emergency and disaster plan is as follows:

**The Person/ Position in charge:**

\_\_\_\_\_

**Persons with decision making authority:**

\_\_\_\_\_

\_\_\_\_\_

**People who will be notified in an emergency (listed in order of priority):**

- |          |          |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

**Emergency telephone numbers:**

- |                                |       |
|--------------------------------|-------|
| 1. Emergency medical personnel | _____ |
| 2. Fire Department             | _____ |
| 3. Paramedics                  | _____ |
| 4. Ambulance Service           | _____ |
| 5. Police                      | _____ |
| 6. Poison Control              | _____ |
| 7. Other Agencies              | _____ |



**Personnel Assignments for specific tasks during emergencies and disasters:**

**Staff position**

**Assignment**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Procedure to turn off gas, electricity, and water:**

Gas-the location of the main gas valve, when and how to shut it off and location of tools:

\_\_\_\_\_

Electricity- the location of the main electrical panel and how to shut off electricity:

\_\_\_\_\_

Water- the location of the main water valve, how to shut it off and location of tools:

\_\_\_\_\_

**Steps followed by staff for emergencies and disasters:**

**Fire**

In case of fire the following steps will be taken by staff:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The fire will be reported to: \_\_\_\_\_

How will the children and staff be evacuated? \_\_\_\_\_

**Flood**

In case of a flood the following steps will be taken by staff:

\_\_\_\_\_

\_\_\_\_\_

The flood will be reported to: \_\_\_\_\_

How will the children and staff be evacuated? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Earthquake**

In case of an earthquake the following steps will be taken by staff:

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The earthquake will be reported to: \_\_\_\_\_

How will the children and staff be evacuated? \_\_\_\_\_

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**Blizzard**

In case of a blizzard the following steps will be taken by staff:

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The blizzard will be reported to: \_\_\_\_\_

How will the children and staff be evacuated? \_\_\_\_\_

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**Power Failure**

In case of a power failure the following steps will be taken by staff:

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The power failure will be reported to: \_\_\_\_\_

If needed, how and when will the children and staff be evacuated? \_\_\_\_\_

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**Other Disasters** -such as toxic spills, water line breaks, gas line breaks, etc.

The following steps will be taken by staff if the disaster creates structural damage or if it poses a health or safety hazard:

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The disaster will be reported to: \_\_\_\_\_  
How and when will the children and staff be evacuated? \_\_\_\_\_  
\_\_\_\_\_

### **Steps Followed by Staff in case of:**

#### **A Missing Child**

In case of a missing child at the center, the following steps will be taken by staff:

\_\_\_\_\_

Who will be called? \_\_\_\_\_

When will they be called? \_\_\_\_\_

#### **Medical emergency or injury involving a child**

- If there is a life threatening injury to a child, the director will contact emergency personnel before contacting the parents or legal guardian.
- If the parents or legal guardians cannot be reached, the director will then attempt to contact the child's emergency contact person.

For any medical emergency or injury involving a child, the following steps will be taken by staff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Medical emergency or injury involving a staff person**

We will take the following steps if another staff person has a medical emergency or injury:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Death of a child or staff person**

In the event of the death of a child or a staff person, the following steps will be taken by staff:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Tobacco, Alcohol, Illegal Substances, Sexually Explicit Materials**

The director, or the owner, will ensure the following are prohibited anywhere on the premises or in the vehicles used by the center, during the hours of operation:

- The use of tobacco
- The use of alcohol
- The use or possession of illegal substances
- The use or possession of sexually explicit materials

## **Hand Washing**

Caregivers and children will wash and scrub their hands for 20 seconds with liquid soap and warm running water at the following times:

- After using the toilet
- Before and after eating
- Upon returning from outdoor playtime
- After wiping noses
- After handling animals
- Before and after food preparation
- Other \_\_\_\_\_

Caregivers and children will dry their hands with:

- G** A single use paper towel from a covered dispenser
- G** An electric hand-drying device

Caregivers and children will also wash their hands immediately before using the following toys and equipment:

- Wooden/cardboard puzzles
- Books
- Wooden/cardboard blocks
- Water tables
- Other \_\_\_\_\_

Caregivers will wash their hands immediately after changing a diaper and between diaper changes.

Hand washing procedures will be posted at each hand washing sink and they will be followed.

On field trips and when leaving the center for other reasons, caregivers and children will wash their hands by using (check all that apply):

- ☐ Public facilities
- ☐ Hand sanitizers
- ☐ Baby wipes
- ☐ Other \_\_\_\_\_

### **Firearms**

Choose one:

- ☐ Firearms and other weapons are not permitted in the building or any place on the premises
- ☐ Firearms will be inaccessible to children. They will be stored separately from ammunition and will be in a locked cabinet or area

### **Food Service**

Our center food service will comply with the Utah Department of Health Food Service Sanitation Regulations, R392-100, and with local health department food service regulations.

Children have meals and snacks at least once every three hours according to the following schedule (check all that apply):

- |                          |                  |            |          |
|--------------------------|------------------|------------|----------|
| <input type="checkbox"/> | Breakfast:       | from _____ | to _____ |
| <input type="checkbox"/> | Morning snack:   | from _____ | to _____ |
| <input type="checkbox"/> | Lunch:           | from _____ | to _____ |
| <input type="checkbox"/> | Afternoon snack: | from _____ | to _____ |
| <input type="checkbox"/> | Supper:          | from _____ | to _____ |
| <input type="checkbox"/> | Evening snack:   | from _____ | to _____ |

Our menus and substitutions have been approved by (check all that apply):

- ☐ USDA Child Care Food Program
- ☐ The Federal Food Program
- ☐ The Bureau of Licensing

Food or drink brought from home for an individual child must be clearly labeled with the child's full name and be refrigerated, if needed.

Food or treats brought in for all of the children for parties or other special occasions must be commercially prepared. Parents or caregivers cannot bring homemade food or treats to the center to share with the children.

All food will be served on (check all that apply):

- ☐ Plates
- ☐ Paper plates
- ☐ Napkins
- ☐ Paper towels
- ☐ High chair trays
- ☐ Other sanitary holders\_\_\_\_\_

All staff who prepares or serves food and snacks or who give infants bottles or baby food will have a current food handler's permit approved by their local health department.

The director is responsible for informing all staff of children's food allergies and sensitivities.

The director will post a list of children's food allergies and sensitivities in the kitchen. The director is responsible for updating this list to be sure it is current and complete.

Staff who prepares food for the whole center will not change diapers or assist in toilet training.

Caregivers who care for diapered children will not prepare food for children or staff outside of the classroom used by infants and toddlers.